

# **Attachment 6**

## **CHDO Checklist & Listing of Miami- Dade County Certified CHDOs**



## **CHDO CHECKLIST**

The information contained in this checklist refers to the definition of Community Housing Development Organizations (CHDOs) in Subpart A. Section 92.2 of the HOME Interim Rule. The checklist should be used as a tool to educate participating jurisdictions about the documents they must receive from a nonprofit before it may be certified as a CHDO.

### **I. LEGAL STATUS**

A. The nonprofit organization is organized under State or local laws, as evidenced by:

\_\_\_\_\_ **a Charter, OR**  
\_\_\_\_\_ **Articles of Incorporation.**

B. No part of its net earnings inure to the benefit of any member, founder, contributor, or individual, as evidenced by:

\_\_\_\_\_ **a Charter, OR**  
\_\_\_\_\_ **Articles of Incorporation.**

C. Has a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501 (c) of the Internal Revenue Code of 1986, as evidenced by:

\_\_\_\_\_ **a 501 (c) Certificate from the IRS.**

D. Has among its purposes the provision of decent housing that is affordable to low-and moderate-income people, as evidenced by a statement in the organization's:

\_\_\_\_\_ **Charter,**  
\_\_\_\_\_ **Articles of Incorporation,**  
\_\_\_\_\_ **By-laws, OR**  
\_\_\_\_\_ **Resolutions.**

## II. CAPACITY

- A. Conforms to the financial accountability standards of Attachment F of OMB Circular A-110. "Standards for Financial Management Systems". as evidenced by:

\_\_\_\_\_ a notarized statement by the president, or chief financial officer of the organization;

\_\_\_\_\_ a certification from a Certified Public Accountant, OR

\_\_\_\_\_ a HUD approved audit summary.

- B. Has a demonstrated capacity for carrying out activities assisted with HOME funds, as evidenced by:

\_\_\_\_\_ resumes and/or statements that describe the experience of key staff members who have successfully completed projects similar to those to be assisted with HOME funds, OR

\_\_\_\_\_ contract(s) with consultant firms or individuals who have housing experience similar to projects to be assisted with HOME funds, to train appropriate key staff of the organization.

- C. Has a history of serving the community where housing to be assisted with HOME funds will be used, as evidenced by:

\_\_\_\_\_ a statement that documents at least one year of experience in serving the community, OR

\_\_\_\_\_ for newly created organizations formed by local churches, service or community organizations, a statement that documents that its parent organization has at least one year of experience in serving the community.

The CHDO, or its parent organization must be able to show one year of serving the community from the date the participating jurisdiction provides HOME funds to the organization. In the statement, the organization must describe its history (or its parent organization's history) or serving the community by describing activities which it provided (or its parent organization provided), such as, developing new housing, rehabilitating existing stock and managing housing stock, or delivering non-housing services that have had lasting benefits for the community, such as counseling, food relief, or childcare facilities. The statement must be signed by the president of the organization or by a HUD approved representative.

### **III. ORGANIZATIONAL STRUCTURE**

**A.** Maintains at least one-third of its governing board's membership for residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations as evidenced by the organization's:

\_\_\_ **By-Laws,**  
\_\_\_ **Charter, OR**  
\_\_\_ **Articles of Incorporation.**

Under the HOME program, for urban areas, the term. "community", is defined as one or several neighborhoods, a city, county, or metropolitan area. For rural areas, "community" is defined as one or several neighborhoods, a town, village, county, or multi-county area (but not the whole state), provided that the governing board contains low-income residents from each of the multi-county areas.

**B.** Provides a formal process for low-income, program beneficiaries to advise the organization in all of its decisions regarding the design, siting, development and management of all HOME-assisted affordable housing projects, as evidenced by:

\_\_\_ **the organization's By-laws,**  
\_\_\_ **Resolutions, OR**  
\_\_\_ **a written statement of operating procedures approved by the governing body.**

**C.** A CHDO may be chartered by a State or local government; however, the State or local government may not appoint: (1) more than one-third of the membership of the organization's governing body; (2) the board members appointed by the State or local government may not, in turn, appoint the remaining two-thirds of the board members; and (3) no more than one-third of the governing board members are public officials.

\_\_\_ **By-laws,**  
\_\_\_ **Charter, OR**  
\_\_\_ **Articles of Incorporation.**

**D.** If the CHDO is sponsored or created by a for-profit entity, the for-profit entity may not appoint more than one-third of the membership of the CHDO's governing body, and the board members appointed by the for-profit entity may not, in turn, appoint the remaining two-thirds of the board members, as evidenced by the CHDO's:

\_\_\_ **By-laws,**  
\_\_\_ **Charter, OR**  
\_\_\_ **Articles of Incorporation.**

#### **IV. RELATIONSHIP WITH FOR-PROFIT ENTITIES**

- A.** Is not controlled, nor receives directions from individuals, or entities seeking profit from the organization, as evidenced by:

\_\_\_\_\_ **the organization's By-laws, OR**  
\_\_\_\_\_ **a Memorandum of Understanding (MOU).**

- B.** A Community Housing Development Organization may be sponsored or created by a for-profit entity, however:

- (1) the for-profit entity's primary purpose does not include the development or management of housing, as evidenced:

\_\_\_\_\_ **in the for-profit organization's By-laws,**

**AND;**

- (2) the CHDO is free to contract for goods and services from vendor(s) of its own choosing, as evidenced in the CHDO's:

\_\_\_\_\_ **By-laws,**  
\_\_\_\_\_ **Charter, OR**  
\_\_\_\_\_ **Articles of Incorporation.**

## **CHDO AGENCIES**

	<b>Agency</b>	<b>Address</b>
<b>1</b>	Affordable Housing Solutions for Florida, Inc.	757 Arthur Godfrey Road, Miami Beach, FL 33140
<b>2</b>	BAME Development Corporation of South Florida, Inc.	245 NW 8 Street, Miami, Florida 33136
<b>3</b>	Centro Campesino Farmworker	P.O. Box 343449, Florida City 33034
<b>4</b>	CODEC, Inc.	300 SW 12 Avenue, 3rd Floor, Miami 33130
<b>5</b>	Covenant Community Development Corporation	1634 NW 6 Ave, Miami, Florida City, Florida 33034
<b>6</b>	DEEDCO, Inc.	141 NE 3rd Avenue, Suite 500, Miami 33132
<b>7</b>	East Little Havana Community Development Corporation	1699 Coral Way, Suite 302, Miami 33145
<b>8</b>	Goulds Community Development Corporation	11293 SW 216 Street, Goulds 33170
<b>9</b>	Jubilee Community Development Corporation	742 NW 12 Ave, Miami, FL 33136
<b>10</b>	Little Haiti Housing Association, Inc.	181 NE 82 Street, 2nd Floor, Miami 33138
<b>11</b>	Miami Beach Community Development Corporation	1205 Drexel Ave, 2nd Floor, MB 33139
<b>12</b>	Miami-Dade Neighborhood Housing Service, Inc.	77 West Plaza, Miami 33147
<b>13</b>	Model Housing Cooperative	782 NW 42 Ave, #3, Miami 33126
<b>14</b>	Opa-Locka Community Development Corporation, Inc.	490 Opa-Locka Blvd, #20, Opa-Locka 33054
<b>15</b>	Sunbeam Development Corporation	3510 Biscayne Blvd, #200, Miami 33137
<b>16</b>	Universal Truth Community Development Corporation	21310 NW 37 Ave, Miami 33055
<b>17</b>	Urban League of Greater Miami	8500 NW 25 Ave, Miami 33147
<b>18</b>	West Perrine Community Development Corporation	17623 Homestead Ave, Miami 33157
<b>19</b>	Naranja Princeton Community Development Corporation	24420 South Dixie Hwy, Suite 100, Princeton, Florida 33032
<b>20</b>	Downtown Miami Community Development Corporation	200 South Biscayne Blvd., Suite 1818, Miami, Florida 33131
<b>21</b>	Carrfour Corporation	155 South Miami Ave, Miami, Florida 33138
<b>22</b>	Haven Economic Development, Inc.	140 NE 83 <sup>rd</sup> Street, Miami, Florida 33138
<b>23</b>	St. John Community Development Corporation	P.O. Box 015344, Miami, Florida 33101-5344
<b>24</b>	Universal Truth Community Development Corporation	21310 NW 37 Ave, Miami, Florida 33056